Renison University College
Founders Aluminum Window Replacement
Request for Proposal, 2017

Issued: March 30, 2017

Site Meeting: to be arranged

Vendor Response Including
Hard Copy Submissions of Technical Specifications
Due Closing Date: April 14, 2017

Contract Awarded: April 19, 2017

Substantial completion req’d by: June 27, 2017
Request for Proposal ("RFP") for Window Replacement—
Founders Building

1.0 General Provisions

1.1 Intent: The purpose of this RFP is to invite Bidders to submit proposals to supply, deliver, assemble, install and service, repair and maintain replacement windows (the “Work”) for Renison University College (the “College”), Founders Building, 240 Westmount Road North, Waterloo, Ontario. All old windows and waste material are to be removed from the facility and property with a fully finished renovation to the site for all noted windows, exclusive of repairs to window openings and sills, provided due care is taken in the installation of the replacement windows. Replacement windows are to be carefully placed to minimize repair work.

There are approximately 50 ground and second floor windows of various configurations. The successful Bidder shall be responsible for all correct measurements and weather-tight installation as per manufacturer’s instructions and good industry practice.

1.2 Objective: The objective of the RFP is to select the Bidder or Bidders who will be provided with the opportunity to enter into negotiations with the College, with a view to entering into an agreement(s) with the College in relation to completion of the Work.

The College anticipates that the RFP will allow Bidders to provide input as follows:

a. Provide a comprehensive competitively solicited proposal offering window replacement and related services to the College;
b. Plans outlining the proponent’s approach to items such as quality assurance, procurement management, communications, delivery and installation and environmental management;
c. Fully committed resources, capability and capacity to project(s); and
d. Committed pricing to project(s).

Samples of Goods may be required for inspection and specification compliance testing in order for the College to determine if the item or items being offered is/are equivalent to and meets the minimum standards of quality acceptable to the College. It is anticipated that a sample window will be required. If requested, such samples are to be provided at no cost to the College, and delivered to the address specified within the timeframe to be identified. Failure to submit samples as specified may be grounds for rejection of a Bidder’s proposal.
1.3 Project Time Schedule – Preliminary Milestone Dates

The College intends to award a contract(s) in relation to the Work as a result of the RFP process in accordance with the following schedule.

RFP Issued:

March 30, 2017

Closing Date (RFP response complete in every respect including technical data as per evaluation criteria to be received):

April 14, 2017

Award approval:

April 19, 2017

Service Commencement - Installation Start Date–

May 1, 2017

Installation Completion Date–

June 27, 2017

The College intends to meet these dates but reserves the right to change any date at its sole discretion.

Installation is to be closely scheduled with the College due to ongoing scholastic activities.

1.4 Instructions to Bidders

Description of Work

The Work, as described in the foregoing, is to supply, deliver, assemble, install and service, repair and maintain replacement windows.

Cover Letter

Submit a cover letter detailing the following:

1. Introduce your company (expressing interest in);
2. Provide a summary of the Goods and Services being proposed to meet the College’s needs and why it is the solution(s) the College should consider; The window original manufacturer and model name are to be detailed;

3. Provide a summary of the qualifications and experience in large-scale public sector implementations (demonstrate historical capacity to complete projects within the required timeframe) and how this experience indicates that the Bidder’s solution(s) is suitable for implementation and provide an executive summary of your proposal.

4. Subcontractors: It is important to the College to know who may be involved in the projects of this size and complexity and in what capacity. The College is aware that often for large projects a firm will outsource one or more functions. The College allows this practice, but would like to know all companies to be involved, so that individual investigations and evaluations can be made. This may include other manufacturers, installers, designers, project management companies, or any other company that will play a part in the design, installation or ongoing maintenance of the product. State any work proposed to be provided by a subcontractor, and provide evidence of each subcontractor’s capability and willingness to carry out the work. For each proposed subcontractor, include firm name and address, management contact person, and complete description of work to be subcontracted. Include descriptive information concerning subcontractor’s organization and abilities.

5. Manufacturer’s Representative: Factory authorized distributor, or a subsequently authorized dealership, fully qualified to install and service proposed window systems. Have performed at least two window systems of a size and value similar to or greater than that being contemplated in this project. Alternatively, should the Bidder or Bidders not have the requisite experience, Bidder or Bidders should describe their organizational and staff experience providing similar Goods and Services, as described in this RFP, in sufficient detail to demonstrate the ability to perform the requirements. Supplement the Submission with a letter from the manufacturer certifying that the manufacturer’s representative is a bona fide dealer for the specific categories of window system presented, and that the manufacturer’s representative is authorized to submit an offer on such window system, and which guarantees that should the manufacturer’s representative fail to satisfactorily fulfill any obligations established as a result of the award of contract, the OEM may either assume and discharge such obligations or provide for their competent assumption by one or more bona fide dealers for the balance of the contract period.
Delivery of Proposals

a. Submit proposals, complete in every respect, sealed in an envelope, which shall be clearly marked with the Proposal reference number.

b. Late proposals will not be accepted.

c. Unless otherwise stated, it is assumed that the information presented in the proposal will be valid for 90 days from the date of closing.

d. Proposals must detail company history, professional qualifications and key personnel.

e. Proposals must be addressed to:

Jim Robson, Director of Plant Operations/Facilities
519-497-6515
rjrobson@uwaterloo.ca

2.0 EVALUATION AND SELECTION

2.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the College by an evaluation team (the “Evaluation Team”), which may consist of one or more persons. The Evaluation Team may consult with others including College staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is appropriate. The Evaluation Team will give a written recommendation for the selection of a Bidder or Bidders to the Director.

The College will make the final decision regarding any Bidder or terminate the RFP process at any time in its absolute and sole discretion. The College will advise all Bidders and the selected Bidder (if one is chosen) in writing of the College’s decision.

2.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all proposals to determine the Bidder’s strength and ability to provide the Work to the satisfaction of the College, including the College’s evaluation criteria.

The Evaluation Team will not be limited to the criteria referred to within this document, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one Bidder’s proposal to
another. Specific weightings are not assigned to the individual evaluation criteria. All criteria considered will be applied evenly and fairly to all Submissions. Criteria:

a. Provide a comprehensive competitively solicited proposal offering window replacement and related services to the College;
b. Plans outlining the proponent’s approach to items such as quality assurance, procurement management, communications, delivery and installation and environmental management;
c. Fully committed resources, capability and capacity to project(s); and

d. Committed pricing to project(s).

2.3 Litigation

In addition to any other provision of this RFP, the College may, in its absolute and sole discretion, reject a proposal if the Bidder, or any officer or director of the Bidder, is or has been engaged directly or indirectly in a legal action against the College, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a proposal under this section, the College will consider whether the litigation is likely to affect the Bidder’s ability to work with the College, its consultants and representatives and whether the College’s experience with the Bidder indicates that there is a risk the College will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Bidder.

2.4 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Bidder with respect to any proposals at any time, and the Evaluation Team may make such requests to some or all Bidders. The Evaluation Team may consider such clarifications or additional information in evaluating proposals.

2.5 Interviews

The Evaluation Team may, at its discretion, invite some or all of the Bidders to appear before the Evaluation Team to answer questions or provide clarifications in respect of their proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating proposals.

3.0 GENERAL CONDITIONS

3.1 No College Obligation
This RFP does not commit the College in any way to select any Bidders or to proceed to negotiations for an agreement, or to award any agreement. The College reserves the right to:

a) Reject any or all Proposals for any reason;

b) Accept a Proposal that is not the lowest priced Proposal;

c) Accept or reject a Proposal even if it is the only Proposal received;

d) Modify the terms of this RFP at any time in the College’s sole and absolute discretion;

e) Accept any part of a Proposal;

f) Award a portion of the project to one or more Bidders;

g) Deem non-compliant any Proposal that fails to meet any substantial or mandatory requirements of this RFP; and

h) Cancel this RFP at any time.

3.2 Bidder's Expenses and Limitation of Liability

Bidders are solely responsible for their own expenses in preparing, and submitting proposals, and for any meetings, negotiations or discussions with the College or its representatives and consultants, relating to or arising from this RFP.

The College and its representatives, employees, agents, consultants and advisors shall not be liable to any Bidders, or any firm, corporation or individuals related to a Bidder, for any claims, whether for costs, expenses, losses or damages, or loss of revenue, opportunity or anticipated profits, or for any other matter whatsoever, incurred by the Bidder, or any firm, corporation or individual member of a Bidder, in preparing and submitting a proposal, or participating in this RFP process, subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFP.

3.3 No Contract

By submitting a proposal and participating in the process as outlined in this RFP, Bidders expressly acknowledge and agree that no contract of any kind is formed under, or arises from, this RFP and that no legal obligations arise.
3.4 Conflict of Interest

A Bidder shall disclose in its proposal any actual or potential conflicts of interest and existing business relationships it may have with the College, its elected or appointed officials or employees. The College will rely on such disclosure.

3.5 Solicitation of College Staff or College Consultants

Bidders and their agents must not contact any member of the College or College consultants with respect to this RFP, other than the representatives named within this RFP, at any time prior to the award of a contract or the cancellation of this RFP.

3.6 Confidentiality

All proposals become the property of the College and will not be returned to Bidders. All proposals will be held in confidence by the College unless otherwise required by law.

3.7 Errors and Omissions

The College has used considerable effort to ensure the information contained in this RFP and in relation to this RFP is accurate. Notwithstanding same, the College does not guarantee or warrant the accuracy of the information in this RFP, nor is the information necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Bidders from their responsibility to conduct their own investigation and forming their own conclusions with respect to the subject matter of this RFP.

3.8 Insurance

The Contractor shall at all times during the term, and any extension of the Contract, at its sole cost and expense, obtain and maintain the following insurance with insurers acceptable to Renison, prior to the commencement of work:

a) Comprehensive general liability insurance for not less than $2,000,000.00 per occurrence against bodily injury, death and property damage (such insurance to include a broad-form property damage clause), naming Renison University College as an additional insured.

The Contractor shall provide Renison with certificates or other evidence acceptable Renison as to the existence of such insurance and its renewal. Insurance certificates or other evidence of insurance shall confirm that Renison shall be given 30 days’ prior written notice of cancellation or material change.
3.9 Workplace Safety and Insurance Act ("WSIA") Requirements

Every Bidder shall submit confirmation of WSIA coverage with their proposal. Clearance certificates issued by the WSIB shall be provided to the College as evidence of such coverage prior to the commencement of the Work.

3.10 Indemnity

The successful Bidder shall indemnify and hold harmless the College, its officers, agents, servants and employees from and against, any and all claims, demands, losses, damages, injuries, legal and other expenses, and awards arising from injury or death of any person or damage to property, to the extent that the foregoing are the result of the breach of any provision of the contract between the parties or the negligent acts or omissions of the successful Bidder, its agents, servants or employees.

3.11 Incomplete Work

In the event that the successful Bidder fails to complete the Work within any submitted progress schedule, the College reserves the right to engage others to complete some or all of the Work. Should it become necessary for the College to engage others to complete some or all of the Work, the successful Bidder shall be responsible to pay all costs incurred by the College to remedy the failure to complete some or all of the Work.

4.0 Project Planning

(a) Work with the necessary parties within the College as required to identify all window systems necessary to completely outfit each office and/or workspace area identified;

(b) Provide a room-by-room analysis to assess window system needs;

(c) Provide CAD and PDF layouts for office and other specialty areas as may be requested or required;

(d) Provide computer generated information as may be requested/required by the College for its records;

4.1 Pricing

Provide final quote for all products to include delivery and installation costs. During the evaluation process, reports listed in the planning stage are to be available with pricing shown by room number.
All pricing of products shall include delivery, installation and trash removal from the project site in a timely manner. Final pricing should be presented in such a way as to allow for adjustments and changes to individual line items.

4.2 Delivery

Deliveries may be staggered to avoid too many products arriving at one time and also to coordinate staging areas within the building as necessary.

Near delivery time, provide product delivery information to the College’s project manager with updated shipping schedules.

Vendors must coordinate all delivery dates with College’s project manager – Unscheduled shipments may be refused. Deliveries without installation crew onsite to unload may be refused.

4.3 Installation, Punch-list and Inventory

Coordinate the unpacking, assembly, and installation of window systems in all spaces. Ensure all windows are assembled and installed according to manufacturer’s instructions.

All prices will include delivery, installation and trash/package removal from the premises. The contractor must have onsite installers/personnel throughout their installation time period. Contractor’s installers/personnel will be required to check in daily with the College’s onsite representative and outline a schedule of work.

Installers will also be required to notify the College’s onsite representative of any freight damage and punch-list items (shortages, missing hardware, etc.) in writing on the receiving document or punch-list form.

Trash/packaging must be removed immediately upon completion of areas of work and no less than daily. Installers may not use College dumpsters unless approved by College personnel. In the event trash/packaging is not removed, the College reserves the right to have the trash removed and Bidders agree that the cost of same shall be deducted from the successful Bidder’s invoice. Work areas need to be kept clean and free of trash and refuse at all times.

Regular hours for delivery and installation will be observed from 8:30 a.m. to 4:30 p.m. unless otherwise approved by the College.
4.4 Warranty

4.5.1 The successful bidder shall warrant that the product supplied to the College shall equal the published specifications.

4.5.2 The successful bidder shall provide no less than a 1-year warranty on the system. The Vendor agrees to provide free of charge all parts and labor necessary to repair the system during the first year of operation.

4.5.3 The successful bidder shall indicate the warranty start date _______________________________.

4.5.4 The successful bidder shall indicate the individual who will be providing the service and the nearest service location _________________________________.

4.5.5 The successful bidder must provide a written warranty signed by both the window fabricator and the installer agreeing to repair or replace defective materials or workmanship, including evidence of early deterioration, weathering or aging of Work, uncontrolled water penetration or air infiltration, glass breakage due to design defects, deterioration of finishes and other deterioration or failure of Work to comply with performance or other requirements.

Warranty shall be for a period of one (1) year from Date of Substantial Completion.

5.0 Product Specifications for Window Replacement Contract

5.1 Summary

The successful Bidder will be required to replace all identified windows at the Renison University College Founders Building located at 240 Westmount Road North, Waterloo. The window manufacturer is not specified.

5.1.1. The windows must be extruded aluminum with integral structural polyurethane thermal break shrouded at frame exterior for maximum thermal efficiency; equal-leg frame; finish factory-applied; frames and sash factory-assembled and factory glazed. Frame depth is to be site determined.

5.1.2. Size and Quantity of each type of window is to be determined by the successful Bidder. Elevations will be provided by the College. A complete set of original construction drawings are available to the successful Bidder.

5.1.3. The Configurations of windows required are:
single hung; size, location and configuration are to mirror existing as close as possible; all local building codes regarding design and installation will be met. Permits are the responsibility of the successful Bidder.

5.2 References
5.2.1. The windows should meet the standards of Canadian General Standards Board (CGSB):
1. CAN/CGSB-79.1, Insect Screen
5.2.2. The windows should meet the Canadian Standard Association (CSA):

6.0 Submittals

6.1 Please provide material and details in scale full size for head, jamb and sill, profiles of components, interior and exterior trims. Junction between combination units, elevations of unit, anchorage details, location of isolation coating, description of related components and exposed finishes fastener, and caulking. Indicate location of manufactures nameplates.

6.2 Bidders may be required to provide the following shop drawings that show the manufacturers’ recommended installation process:
6.2.1. Shop drawing to include continuation of air barrier and vapor barrier between walls and assembly and vinyl window.
6.2.2. Drawings shall show scale elevations and sections. Full size sections shall be shown only when needed for clarity.

6.3. Bidders may be required to submit one window sample of each type of windows
6.3.1. Include frame, sash, sill, glazing and weatherproofing methods, insect screen, surface finish and hardware. Show location of manufactures nameplate.
6.3.2. Include 150mm long sample of head, jamb, sill, meeting rail, mullions to indicate profile.

6.4 Quality Assurance Submittals:
6.4.1. Test Reports for the windows being proposed must be submitted with the proposals;
6.4.2. Submit certified test reports from an American Architectural Manufacturer’s Association (AAMA), or equivalent, accredited, independent testing laboratory showing system has been tested and meets or exceeds specified requirements and indicating full compliance with specified performance criteria.

7.0 Project Conditions
7.1. Environmental Requirements
8.1.1. The installation of windows must be done within the temperature range as specified by the sealant manufacturer.
8.1.2. Sealants shall not be applied when joint substrates are wet due to rain, frost, condensation or other causes.

7.1.2. Hardware:
1. Operators to be stainless steel
2. Hinges to be stainless steel
3. Locking bars to be stainless steel

7.2.1 System:
1. Window construction, edge clearance and placement of installation fasteners shall allow for expansion and contraction per the specified system performance requirements.
2. Provisions shall be made in framing for minimum glass edge clearance, nominal edge cover, and nominal pocket width, in compliance with Glass Association of North America (GANA) Glazing Manual, for thickness and type glass specified.
3. Framing shall be provided with reinforcing members as necessary. Provide steel members as needed to reinforce frame and/or T-mullion components as recommended by system supplier and fabricator to develop needed strength of assembly for glass loading and wind loading.

7.3 Installation Schedule
7.3.1. Coordination:
1. The building is currently occupied. The successful Bidder will be required to provide an installation schedule acceptable to the College building managers.

7.3.2 Substantial completion is required by June 27, 2017

7.4 Installation
7.4.1. General Requirements:
1. Comply with manufacturer’s instructions and recommendations for installation of work.
2. Do not erect warped, bowed, deformed or otherwise damaged or defaced members. Replace materials that are damaged during installation as directed.
3. Set units level, plumb, and true to line, with uniform joints. Support units on shims and secure in place by approved installation anchors/fasteners that properly engage into supporting structure.
4. Insulation must be used around the perimeter of the window in accordance with shop drawings and the insulation manufacturer’s guidelines. Insulation must allow for expansion and contraction of the installed window.
5. Flashing and other materials used around window opening shall be corrosion resistant, non-staining, non-bleeding, and compatible with adjoining materials
7.4.2. Erection Tolerances:
1. Variations from Plumb: ±1/8” maximum in window height.
2. Variations from Level: ± 1/8” maximum in 10’ run, non-cumulative.

7.4.3. Successful Bidder to remove and dispose old window moldings and replace with new to match existing finishes

7.4.4. Adjusting:
1. Weather seal contact shall be checked for proper performance of units.

7.4.5. Cleaning
1. Clean completed windows in compliance with manufacturer’s recommendations, inside and out, promptly after erection and installation of glass and sealants. Remove excess glazing and joint sealants, dirt, and other substances from finished surfaces promptly after erection.
2. Remove protective material from prefinished surfaces.
3. Wash down exposed surfaces using a solution of mild detergent in warm water applied with soft, clean wiping cloths. Take care to remove dirt from corners. Wipe surfaces clean.

7.4.6. Protection
1. Institute protective measures and other precautions needed to assure Work site will be without damage or deterioration, other than normal weathering, at time of acceptance.

8.0 Product History and Vendor Reputation

8.1. Bidders shall provide a list of three (3) organizations where a similar Unit has been installed. Include a contact person for each organization.

9.0 Financial Considerations

9.1. All applicable taxes shall be indicated in the proposals.
9.2. All costs for training shall be included in the proposals. This includes any travel, meals and accommodation.
9.3. Renison University College agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by Renison University College.

10.0 Bidder Confirmation

I confirm that I have authority to make this proposal on behalf of ________________, that I have carefully read and understand the contents of this RFP, and that our proposal
meets or exceeds the specifications detailed in this RFP. I also confirm that all specifications are included in the quoted price. Any items that are optional are noted accordingly.

Name_______________________
Title_________________________
Company Name________________
Per:_________________________

*I have authority to bind the corporation*

Address _______________________
Phone _______________________
Product Manufacturer___________________________________
Product Model____________________________________________
Tender Price $ _______________ HST __________